

VOLUNTOWN BOARD OF EDUCATION

195 Main Street, Voluntown, CT 06384
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SUPERINTENDENT OF SCHOOLS: Adam S. Burrows
Board Chair - Diana Ingraham

Barbara Gileau
Cathy Grant, Secretary
Flo Harmon

James Hutchins, Vice-Chairperson
Vikki Smith
Kristen Trahan

BOARD OF EDUCATION ***MINUTES*** **Regular Board Meeting**

Thursday, September 14, 2017
Board of Education Meeting Room - 7:00 p.m.

I. CALL TO ORDER Chairperson Diana Ingraham called the regular meeting to order at 7:00 p.m.

ATTENDANCE **Present:** Diana Ingraham, Cathy Grant, Barbara Gileau, James Hutchins, Vikki Smith, Kristin Trahan
Absent: Flo Harman
Also Present: Superintendent Adam S. Burrows, Lloyd A. Johnson, Ph.D. and Alycia Trakas

II. PLEDGE OF ALLEGIANCE The Pledge of Allegiance was recited.

III. CONSENT AGENDA

MOTION #1 (9/14/17) was made (Trahan, Gileau) that the Board of Education approve the Consent Agenda as presented; ALL IN FAVOR.

IV. CITIZEN COMMENTS None

V. GUESTS Emily MacEwen, School Counselor - Welcome to the VES family.
Adrean Enrique Rodriguez - (Arrived during Administrative Reports)

VI. ADMINISTRATIVE REPORTS

1. Principal's Report:

Students as a Focal Point

- **Preschool Home Visits/Orientations and Kindergarten Meet & Greet** - Preschool/School Readiness teachers made home visits over the summer and conducted Preschool Orientations.
- **First Day of School** - Friday, September 1, 2017 was a very successful start to the 2017-18 school year.
- **Student/Parent and Supervision Handbooks** - Updated handbooks: School Readiness/Preschool, Kindergarten-Grade 8, HS/Transportation, High School Selection and the Athletic Handbook.
- **Open House/High School Fair** - Took place on Tuesday, September 12, 2017 for the following groups: Pre-School through Grade 4 Teachers, Specials Teachers, Student Services Staff, and Junior High School (Grades 5-8) Teachers. The following workshops were held in the library: K-4 Standards Based Report Cards, JHS PowerSchool Parent Portal, K-4 Literacy Assessments, Bedtime Math Program, and a JHS Social Media Presentation.
- Ms. MacEwen invited all seven (7) of our high schools to the Open House, of which four (4) had representatives available to answer questions for students and families.

Curriculum, Learning, and Instruction

- **Faculty/Staff Workday**
 - **Monday, August 28, 2017** - All Staff, welcome back.
 - **Tuesday, August 29, 2017** - In-service day
- **Grants/Reports/Applications**
 - **Educator Evaluation Data Collection Part A and Part B** - Report was submitted to the state.
 - **School Nutrition Program** - Voluntown was the first in the state to complete the application this year, as per a comment by Tom O'Connor.

Building, Grounds, and Transportation & Safety

- **School Safety** - A brief orientation was given to all substitutes and volunteers to review our security and safety procedures.
- **Safety Drills** - Fire Drills - 1

Community and Public Relations

- **Economic Development Commission** - There was a “Back to School” event at the Farmer’s Market on Sunday, August, 27, 2017. VES collaborated with the EDC, YSB, PTO, and Scouts to make this event full of fun, family-friendly activities.

2. Director of Student Services

- Training in CompuClaim was held 9/7/2017 for the staff who will be filing reports (SLP, OT, PT, School Psychologist). We’re beginning to obtain permission to bill from parents - we will be asking all parents whose child has an IEP to sign the form.
- We’ve been informed by one of our designated high schools that, like IEPs, the home district is responsible for 504 Accommodation Plans - scheduling and chairing meetings, developing the written plan and storing and delivering the revised plans.
- As of 9/14/17, this director has chaired 8 PPT/504 meetings.
- Current census of students Pre-K to 12+ receiving special services:

	IEP	504
Pre-K to 8	50	21
9-12+	17	16
<u>Out Placed</u>	<u>6</u>	
Total	73	37

3. Superintendent of Schools submitted the following:

- Calendar of Events for September through November, 2017
- An Enrollment Report noted 281 students in Pre-K through grade 8, which includes eight (8) non-residents in Pre-K, one (1) Magnet School student and one (1) outplacement. Also, there were 130 high school students (GHS-31; NFA-70; Ellis-8; Norwich Tech-8; Killingly Vo-Ag-4; MSMHS-4; QMC-1; and 4 outplacements)
- List of monies returned to the Town from the Board of Education
- School Security Grant update

MOTION # 2 (9/14/17) was made (Grant, Gileau) that the Board authorize the Superintendent to submit the School Security Grant.

- Voluntown Board of Education Chain of Command
- Letter confirming eligibility for receipt of IDEA Part B Entitlements for FY18
- CABE Liaison Newsletter
- DAS News Release on Educational Technology Goals and Plan
- Letter congratulating Diana Ingraham for earning CABE’s prestigious honor and designation of being a Certificated Board of Education Member
- Eight year summary of health insurance costs: \$608,920 in 2011-12 and \$566,310 estimated for 2017-18
- The Fire Alarm Inspection Certificate is in full compliance.
- 2017-18 School Calendar with correction needed

MOTION #3 (9/14/17) was made (Grant, Trahan) that the Board of Education move the 1:00 p.m. Early Dismissal/Professional Development Day from 10/30/17 to 10/31/17 on this year’s school calendar; ALL IN FAVOR.

Agenda Item VII. COMMITTEE REPORTS

1. Indoor Air Quality/Tools for Schools and Safety:

- The loading dock repair has been completed.
- A/C for increased air circulation and cooling in the security server room, transportation office, and computer lab closet servers for our technology infrastructure has been completed.
- The summer custodial crew completed the cleaning process for a successful opening of the school year.

2. Youth Services Bureau/Local Prevention Council

- The YSB grant for 2017 through 2019 has been submitted to the state and we are still waiting for the state legislators to finalize a budget.
- The YSB met on Wednesday, September 13 at 3:45 p.m.
- Future YSB 2017-18 Meetings are scheduled for Wednesdays at 3:45 p.m. on October 11, November 8, December 13, January 10, February 14, March 14, April 11, May 9, and June 13.

3. Curriculum Steering Committee

- Curriculum Steering Committee meetings have been scheduled for Thursday, December 14, 2017 at 3:30 p.m. and on Thursday, February 8, 2018 at 3:30 p.m. Agendas will be sent out prior to these meetings.

4. Transportation

- Students participated in bus evacuation drills on Monday, September 11, 2017.
- A new 10-passenger van has been ordered and a new van driver is currently in the process of completing the process for obtaining a van driver license.

5. School Security and Safety

- The Connecticut Department of Homeland Security recently released a competitive grant. We will be able to tally up purchases over these past few years and submit them for possible reimbursement to the Town of Voluntown.
- Continuous improvements are being made each school year to update and improve school security equipment as well as processes and procedures.
- We have reviewed the cost projections for two suggested security upgrades, but will still need to wait until we have verification of the amount of funds from state and federal grants and approval of our 2017-18 school budget.

6. School Readiness Council

- Our 2017-18 School Readiness Grant for \$198,000 has been approved.
- We have enrolled several non-resident pre-school students to meet the enrollment requirements of the grant.

7. Professional Development and Teacher Evaluation Plan

- The Teacher Evaluation and Professional Development Committee has met and updated the lesson plan format and this will be reviewed under the New Business section (#8) on this month's agenda.

8. Wellness

- Wellness committee meetings need to be scheduled for 2017-18.

9. Solar Panel Project:

- A study committee is needed to review why the return was so much lower than the original projections.

10. Stairway Committee:

- The Stairway Committee approved Wiese Construction with a bid of \$145,833 as the contractor for the stairway project. Construction is almost completed.

VIII. OLD BUSINESS

1. **2016-17 Final Budget Report** (Tabled to the October 12, 2017 meeting)

2. **2017-18 State Budget** (Status report of drastic cuts)

3. **2018-19 Budget Preparation Timeline and Process**

4. **Update of 2017-18 Faculty and Staff**

5. **#3240 Tuition Policy and Regulation** (First reading)

IX. NEW BUSINESS

1. **Review of BOE Strategic Plan 2014-18**

2. Athletic Director – Margaret Voland

MOTION #4 (9/14/17) was made (Grant, Smith) that the Board appoint Margaret Voland to the position of Athletic Director; ALL IN FAVOR.

3. Soccer Coach – Brian Racicot

MOTION #5 (9/14/17) was made (Grant, Gileau) that the Board appoint Brian Racicot to the Soccer Coach position; ALL IN FAVOR.

4. Assistant Soccer Coach – Jeff Blanchard

MOTION #6 (9/14/17) was made (Grant, Gileau) that the Board appoint Jeff Blanchard to the position of Assistant Soccer Coach; ALL IN FAVOR.

5. Music Director – Jennifer Knickerbocker

MOTION #7 (9/14/17) was made (Gileau, Grant) that the Board appoint Jennifer Knickerbocker to the position of Music Director; ALL IN FAVOR.

6. School Counselor – Emily MacEwen

MOTION #8 (9/14/17) was made (Gileau, Grant) that the Board appoint Emily MacEwen to the position of School Counselor; ALL IN FAVOR.

7. Bus Monitor – Juta Fedor

MOTION #9 (9/14/17) was made (Grant, Trahan) that the Board appoint Juta Fedor to the Bus Monitor position; ALL IN FAVOR.

8. Lesson Plan Format

MOTION #10 (9/14/17) was made (Grant, Trahan) that the Board approve the updated Lesson Plan Format; ALL IN FAVOR.

X. SUGGESTIONS FOR NEXT REGULAR MEETING

- Scheduled October 12, 2017 at 7:00 p.m.
- Old Business - 2016-17 Final Budget Report

XI. EXECUTIVE SESSION

MOTION #11 (9/14/17) was made (Grant, Trahan) to move into Executive Session at 8:18 p.m. for the purpose of discussing Negotiations; ALL IN FAVOR.

MOTION #12 (9/14/17) was made (Hutchins, Gileau) to move out of Executive Session at 8.47 p.m.; ALL IN FAVOR.

No action was taken.

XII. ADJOURNMENT

MOTION #13 (9/14/17) was made (Hutchins, Gileau) to adjourn at 8:47 p.m.; ALL IN FAVOR.

Witness

Date

Attest

Date

Respectfully Drafted and Edited by:
Dee Dee Jackman, Board of Education Clerk
Adam S. Burrows, Superintendent of Schools